

Introduction to Microsoft Excel

Provider: Vocational Training and Resource Center

Length: 2 Days

Cost: \$249

Cost Unit: Cost of the entire program

Website

<http://www.vtrc.org/vtrcCIS/CClassDescriptions/InExcel2010.html>

After students complete this course, they will understand the advantages of using an electronic spreadsheet over a paper ledger, and create formulas with some of Excel's built-in functions. Students will learn how to create and edit spreadsheets and charts and use Excel's database functions.

Related Occupations

Billing and Posting Clerks

Cargo and Freight Agents

Data Entry Keyers

Information and Record Clerks, All Other

Insurance Claims and Policy Processing Clerks

Office Clerks, General

Order Clerks

Payroll and Timekeeping Clerks

Procurement Clerks

Production, Planning, and Expediting Clerks

Receptionists and Information Clerks

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Social Science Research Assistants

Statistical Assistants

Word Processors and Typists

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